



THE CITY OF DOTHAN

EMPLOYEE JOB PERFORMANCE EVALUATION FORM



NAME		PERIOD COVERED	
BRACKIN MARY E		DUE IN PERSONNEL TYPE STATUS CODE	
415 17 1297		07 30 2001 A CB	
SOCIAL SECURITY NUMBER		EVALUATOR(S)	
415 17 1297		JUDICIAL DEPARTMENT	
JOB TITLE		HIRE DATE	
00010 MAGISTRATE		05 01 1992	
STATUS DATE		ANN DATE	
04 22 2001		PT 05/01	

INSTRUCTIONS: EVALUATING SUPERVISOR COMPLETES SECTION I BY RATING EMPLOYEE (1-3) ON JOB PERFORMANCE ACCORDING TO THE BASIC TASK LIST RATING GUIDE FOR THE EMPLOYEE'S POSITION. COMMENTS MUST ACCOMPANY EACH TASK RATING OF UNSATISFACTORY OR EXCEPTIONAL IN THE SPACE PROVIDED.

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL			
SECTION I			
BASIC TASK FOR POSITION AS DETAILED ON RATING GUIDE			CHECK APPROPRIATE RATING
TASK 1: COMMENTS			<div style="display: flex; justify-content: space-around;"> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> </div>
TASK 2: COMMENTS			<div style="display: flex; justify-content: space-around;"> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> </div>
TASK 3: COMMENTS			<div style="display: flex; justify-content: space-around;"> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> </div>
TASK 4: COMMENTS			<div style="display: flex; justify-content: space-around;"> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> </div>
TASK 5: COMMENTS			<div style="display: flex; justify-content: space-around;"> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> </div>
TASK 6: COMMENTS			<div style="display: flex; justify-content: space-around;"> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> </div>
TASK 7: COMMENTS			<div style="display: flex; justify-content: space-around;"> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> </div>
TASK 8: COMMENTS			<div style="display: flex; justify-content: space-around;"> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> </div>
TASK 9: COMMENTS			<div style="display: flex; justify-content: space-around;"> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> </div>
TASK 10: COMMENTS			<div style="display: flex; justify-content: space-around;"> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> </div>
NUMBER OF TASKS RATED ON: 8			<div style="display: flex; justify-content: space-around;"> 16 </div> TOTAL RATING SECTION I

SECTION II - TO BE COMPLETED BY EVALUATING SUPERVISOR

RATE EMPLOYEE BY CHECKING APPROPRIATE RATING (1 - 3) ON EACH FACTOR BELOW. COMMENTS MUST ACCOMPANY EACH RATING OF UNSATISFACTORY OR EXCEPTIONAL.

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

1. <u>QUALITY OF WORK</u> COMMENTS:	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
2. <u>INITIATIVE</u> COMMENTS: <i>Maybeth is a self-starter & is always willing to take the initiative to get things done. She often makes suggestions for improving work methods.</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
3. <u>COOPERATION</u> COMMENTS:	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
4. <u>SAFETY CONSCIOUSNESS</u> COMMENTS:	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
5. <u>QUANTITY OF WORK</u> COMMENTS:	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
6. <u>JOB KNOWLEDGE</u> COMMENTS:	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
7. <u>DEPENDABILITY</u> COMMENTS:	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
<u>DEALING WITH THE PUBLIC</u> COMMENTS:	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
RECORD THE NUMBER OF TASKS RATED ON IN SECTION II HERE ↓ :	8		RECORD TOTAL RATING FOR SECTION II HERE ↓ : 17

SECTION III - OVERALL RATING TO BE COMPLETED BY EVALUATING SUPERVISOR

TO DETERMINE EMPLOYEE'S OVERALL PERFORMANCE RATING, DIVIDE THE SUM OF THE RATINGS FOR SECTION I AND SECTION II BY THE TOTAL COUNT OF TASKS ON WHICH THE EMPLOYEE WAS RATED.

	RATING	TASKS	
SECTION I	16	8	HAS EMPLOYEE BEEN PROMOTED, DEMOTED, TRANSFERRED OR HAD A SIMILAR CHANGE IN POSITION OR SUPERVISION DURING THIS RATING PERIOD? IF YES, EACH SUPERVISOR COMPLETES A PERFORMANCE EVALUATION FORM FOR EACH SUCH OCCURRENCE AND THE CURRENT SUPERVISOR AVERAGES THE SCORES TO DETERMINE THE EMPLOYEE'S TOTAL SCORE FOR THE RATING PERIOD.
SECTION II +	17	8	
TOTAL =	33	16	
			TOTAL SCORE = 2.06

1.00 - 1.99 UNSATISFACTORY 2.00 - 2.99 SATISFACTORY 3.00 EXCEPTIONAL

USE THIS SPACE TO CONTINUE COMMENTS FOR ITEMS IN SECTION I OR SECTION II OR TO DOCUMENT SEPARATE RATINGS.

PERFORMANCE EVALUATION INFORMATION

AUTHORITY:	(1) CIVIL SERVICE ACT; SECTION 9, PERSONNEL DIRECTOR (2) PERSONNEL RULES AND REGULATIONS VII - JOB PERFORMANCE EVALUATIONS	
EMPLOYEE STATUS CODES:	CA - REGULAR FULL TIME CB - PROBATIONARY FULL TIME CC - PART TIME	
TYPES OF PERFORMANCE EVALUATIONS:	<p>ANNUAL TYPES: G - ANNUAL PERFORMANCE EVALUATION</p> <p>6 MONTH PROBATION TYPES: A - PROBATION I (END OF FIRST 3 MONTHS) C - PROBATION II/REGULAR STATUS (END OF SECOND 3 MONTHS)</p> <p>12 MONTH PROBATION TYPES: A - PROBATION I (END OF FIRST 3 MONTHS) D - PROBATION II (END OF SECOND 3 MONTHS) E - PROBATION III (END OF THIRD 3 MONTHS) F - PROBATION IV/REGULAR STATUS (END OF FOURTH 3 MONTHS)</p> <p>*SECTION 7-40 TYPES: SA - END OF FIRST TWO MONTHS SB - END OF SECOND TWO MONTHS SC - END OF THIRD TWO MONTHS</p> <p>*PERSONNEL RULE 7-40</p>	
DEFINITION OF PERFORMANCE LEVELS	UNSATISFACTORY	PERFORMANCE CONSISTENTLY FAILS TO MEET JOB REQUIREMENTS
	SATISFACTORY	PERFORMANCE CONSISTENTLY MEETS JOB REQUIREMENTS
	EXCEPTIONAL	PERFORMANCE CONSISTENTLY EXCEEDS JOB REQUIREMENTS
DEFINITION OF SECTION II FACTORS	QUALITY OF WORK	EXTENT TO WHICH WORK IS ACCURATE, COMPLETE, TIMELY, THOROUGH, ERROR FREE, ORGANIZED, ETC.
	INITIATIVE	EXTENT TO WHICH EMPLOYEE IS A SELF STARTER, TAKES RESPONSIBILITY IN COMPLETING WORK WITHOUT BEING DIRECTED; SEEKS TO IMPROVE WORK METHODS OR PROCEDURES.
	COOPERATION	EXTENT TO WHICH EMPLOYEE SHOWS INTEREST IN AND ENTHUSIASM FOR WORK; TEAM SPIRIT; COOPERATIVE WITH COWORKERS AND SUPERVISOR(S).
	SAFETY CONSCIOUSNESS	AWARE OF SAFE WORK PRACTICES; DEMONSTRATES SAFE WORK PRACTICES AND EXHIBITS UNDERSTANDING OF IMPORTANCE OF SAFETY IN PERFORMANCE OF ASSIGNMENTS.
	QUANTITY OF WORK	AMOUNT OF WORK PERFORMED TO ACCOMPLISH JOB TASKS IN A TIMELY AND ACCURATE MANNER.
	JOB KNOWLEDGE	EXTENT TO WHICH EMPLOYEE EXHIBITS UNDERSTANDING OF FUNDAMENTAL PRINCIPLES AND PRACTICES ASSOCIATED WITH THE JOB AND THE ACTIONS NECESSARY TO APPLY THEM TO ACCOMPLISH JOB.
	DEPENDABILITY	RELIABLE, PUNCTUAL, GOOD ATTENDANCE, MEETS DEADLINES WITHOUT SACRIFICING ACCURACY OR QUALITY; CARRIES ASSIGNMENTS THROUGH TO COMPLETION.
	DEALING WITH THE PUBLIC	EXTENT TO WHICH EMPLOYEE EFFECTIVELY INTERACTS WITH PUBLIC AND CUSTOMERS IN PERFORMANCE OF DUTIES.

SECTION III (CONTINUED FROM PAGE 2)

EVALUATOR'S COMMENTS: Marybeth seems to be enjoying the work in her new position. She is very cooperative and is fitting in well with the staff as a whole. Her prior knowledge of the job has allowed her to quickly become a productive employee.

EVALUATING SUPERVISOR SIGNATURE: Donna Nichols DATE: 7/27/01

SECTION IV - REVIEWING DIVISION HEAD OR NEXT HIGHER REVIEWING SUPERVISORY LEVEL.

REVIEWER'S COMMENTS: I have enjoyed working with Mary Beth. Her knowledge and prior experience have made her an invaluable asset to our office.

REVIEWER'S SIGNATURE: [Signature] DATE: 8-1-01

SECTION V - APPROVING AUTHORITY COMPLETES THIS SECTION BEFORE THE EVALUATING SUPERVISOR CONDUCTS THE PERFORMANCE INTERVIEW SESSION WITH THE EMPLOYEE.

ADDITIONAL PERSONNEL ACTIONS (STATUS CHANGE) REQUESTED BY APPROVING AUTHORITY.

IS THIS EMPLOYEE BEING RECOMMENDED FOR CONTINUED EMPLOYMENT?

YES ☐ NO ☐

IF NO, EXPLAIN FULLY BY ATTACHING ADDITIONAL SUPPORTING DOCUMENTATION.

IF YES, AND THIS IS A TYPE C OR TYPE F PROBATIONARY EVALUATION, COMPLETE A STATUS CHANGE FORM (PF#101) AND SUBMIT WITH THIS FORM.

APPROVING AUTHORITY (DEPARTMENT HEAD) COMMENTS:

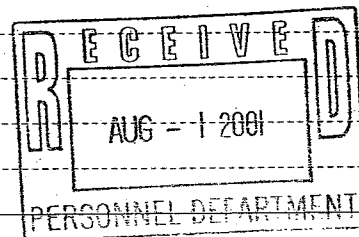
APPROVING AUTHORITY SIGNATURE

DATE

SECTION VI - EMPLOYEE PERFORMANCE REVIEW AND INTERVIEW SESSION

EMPLOYEE COMMENTS ON JOB PERFORMANCE EVALUATION AND INTERVIEW SESSION:

I concur



DATE OF PERFORMANCE INTERVIEW SESSION

8/1/01

EMPLOYEE'S SIGNATURE

Mary Beth Brackin

DATE

8-1-01

EVALUATING SUPERVISOR SIGNATURE

Donna Nichols

DATE

8/1/01

SECTION VII - TO BE COMPLETED BY PERSONNEL

DATE / TYPE OF NEXT EVALUATION: DATE

11-5-01

TYPE:

D

SCORE

2.06

AVERAGE

68.67

STATUS CODE

REGULAR STATUS EFFECTIVE DATE

AS400

mm